



TSA MANAGEMENT DIRECTIVE No. 200.11
PUBLIC TRANSPORTATION BENEFIT PROGRAM

To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation, and Team Spirit.

REVISION: This revised directive supersedes TSA MD 200.11, *Public Transportation Benefit Program* dated November 21, 2013.

SUMMARY OF CHANGES: Section 5 Responsibilities, included TSA HQ Employees with TSA Field Personnel.

1. **PURPOSE:** This directive provides TSA policy and procedures for the administration and management of the Public Transportation Benefit Program.
2. **SCOPE:** This directive applies to all TSA Federal employees.
3. **AUTHORITIES:**
 - A. 26 CFR, Part 1, Section 1.132-9, Qualified Transportation Fringe Benefits
 - B. Aviation and Transportation Security Act, Pub. L. 107-71
 - C. [DHS MD 1540.1, Commuter Transit Subsidy Benefits Program](#)
 - D. Executive Order 13150, Federal Workforce Transportation
 - E. Federal Employees Clean Air Incentives Act, Pub. L. 103-172
 - F. IRS Notice 94-3, Qualified Transportation Fringes Under Section 132(f)
 - G. Transportation Equity Act for the 21st Century, Pub. L. 105-78
 - H. Treatment of Employer Provided Transportation Benefits, Pub. L. 102-486, Section 1911

4. DEFINITIONS:

- A. Fare Media: Tickets, passes, tokens, fare cards, vouchers, or similar items entitling a person to use a transportation system.
- B. HQ Approved Vendor: Federal government department or local transit authority with agreement in place with TSA to administer transit benefits to eligible Headquarters (HQ) employees in the TSA workforce.
- C. Public Transportation Benefit Program Coordinator: A TSA employee appointed by a senior official to manage the local Public Transportation Benefit Program.

- D. Public Transportation Benefit Program Manager: A TSA employee within the Property Management Division (PMD) that oversees the entire TSA Employee Transportation Benefit Program.
- E. Transit Benefits: Benefits provided to employees in various forms purchased and paid for by the agency. The employee can exchange vouchers for qualified fare media.

5. RESPONSIBILITIES:

- A. PMD is responsible for:
 - (1) Interpreting DHS and other applicable Federal Public Transportation Benefit Program policies and procedures and incorporating them into TSA's directives.
 - (2) Developing TSA-wide policy and guidance.
 - (3) Managing the TSA Public Transportation Benefit Program.
 - (4) Conducting periodic program evaluations to ensure compliance with applicable federal regulations.
 - (5) Providing Public Transportation Benefit Program Coordinator training.
 - (6) Reconciling lists of area employees receiving transit and parking benefits to ensure employees do not receive both and reporting all violations to management officials for appropriate disciplinary actions.
 - (7) Managing and coordinating all Public Transportation Benefit Program activities with Public Transportation Benefit Program Coordinators.
- B. Senior Officials at field locations, to include, Mission Support Centers (MSCs), Federal Air Marshal Service (FAMS) Field Offices, and Federal Security Director (FSD) Offices are responsible for:
 - (1) Ensuring the Public Transportation Benefit Program within their areas of responsibility is handled consistently with DHS, TSA and PMD policies and procedures.
 - (2) Designating a Public Transportation Benefit Program Coordinator to manage the program locally by completing [TSA Form 284-1, Transit Benefit Program Coordinator Appointment](#) and sending via email to MASSTransit@tsa.dhs.gov.
 - (3) Conducting annual program evaluations to ensure compliance with applicable federal statutes and regulations, as well as DHS and TSA policies and procedures.
- C. Public Transportation Benefit Program Coordinators/ HQ Transportation Benefit Coordinator are responsible for:
 - (1) Ensuring [TSA Form 284-1, Transit Benefit Program Coordinator Appointment](#) is current.

TSA MANAGEMENT DIRECTIVE No. 200.11
PUBLIC TRANSPORTATION BENEFIT PROGRAM

- (2) Completing TSA's Public Transportation Benefit Program Coordinator training, available through the TSA Online Learning Center.
- (3) Managing all aspects of the Public Transportation Benefit Program.
- (4) Maintaining all Public Transportation Benefit Program applications, records, and lists for the required retention period in accordance with TSA/DHS Policies and Forms [Records Management and Records Disposition Schedule \(RDS\)](#).
- (5) Reviewing each completed electronic [TSA Form 205, SmartBenefits Application and Adjustment Request](#), for accuracy and completeness and submit to the Public Transit Benefits Program Manager.
- (6) Reviewing completed applications to ensure the transit option chosen is in the best interest of the government. For instance, if purchasing a monthly bus pass is cheaper than paying the daily fare, then the cost of the monthly bus pass should be provided as the transportation benefit.
- (7) Ensuring only eligible employees are approved to receive transit benefits by:
 - (a) Reconciling current payroll records to ensure participant is a TSA Federal government employee.
 - (b) Reconciling lists of employees receiving public transportation benefits and parking benefits, if applicable, to ensure employees do not receive both.
- (8) Reviewing applications utilizing a transit authority trip planner (available locally through the city's local transit authority) to verify accuracy of commuting costs.
- (9) Submitting electronic TSA Form 205 SmartBenefits Application and Adjustment Request to the Headquarters Transit Program Coordinator via the TSA Headquarters Import spreadsheet.
- (10) Ensuring benefit participants are kept informed of program-related information disseminated from TSA HQ.
- (11) Ensuring all transit participants submit a TSA Form 205 SmartBenefits Application and Adjustment Request electronically to the HQ Transit Benefit Coordinator via MASSTransit@tsa.dhs.gov . Participants must turn-in all or partially used and unused fare media three (3) days before their effective date of reassignment, transfer, resignation or retirement.

D. TSA Field and HQ Employees are responsible for:

- (1) Completing and electronically submitting [TSA Form 205, *SmartBenefits Application and Adjustments Requests*](#) to their respective Public Transportation Benefit Program Coordinator at the employee's duty station.
- (2) Reporting any factors that may affect the employee's initial transit benefit allocation. Such factors include, but are not limited to, extended leave periods, changes in residences, changes in commuting method/costs or work schedules (e.g., Alternate Work Schedule (AWS), Compressed Work Schedule (CWS), and telework).
- (3) Recertification of transit benefits will be performed on a calendar year basis. Recertification will start at the end of the calendar year, for example, December 31, 2015 recertification will be completed NLT January 15, 2016. All recertification will be completed electronically.
- (4) Returning all unused fare media upon separation, extended leave, or return from temporary duty (TDY). Employees are also responsible for reimbursing the Government via money order or personal check, made payable to the U.S. Treasury, for crediting back to the agency's account.

6. POLICY:

- A. All TSA federal government employees, who meet the following criteria, and assuming a transportation benefit program is in place in the employee's city of employment, will be eligible to participate in TSA's Public Transportation Benefit Program. The TSA employee:
 - (1) Must use a qualified form of transportation for at least 50 percent of the employee's regular commuting trips.
 - (2) Must not receive a free or subsidized federal parking benefit.
- B. Federal legislation allows employers to offer their employees public transportation benefits up to the maximum amount permitted by the Internal Revenue Service (IRS). Employees who commute using qualified transit facilities will receive up to the current statutory limit, or their actual commuting cost, whichever is less.
- C. Transit benefits may be used only by the employee receiving the benefit and are not transferrable.
- D. Failure to recertify benefits in a timely fashion after notification may result in cancellation of transit benefits.

E. Failure to comply with program requirements may also result in cancellation of an employee's participation.

7. **PROCEDURES:** Reference procedures on PMD's [Transit iShare Page](#).
8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

November 19, 2015

Pat A. Rose, Jr.
Assistant Administrator/Chief Financial Officer

Date

EFFECTIVE

Date

Distribution: All Employees
Point-of-Contact: Property Management Division, Fleet and Transportation Services
(571) 227-3763 or email at MASSTransit@tsa.dhs.gov.